

**EFFECTIVE**

May 1, 2017.

**Subject(s)****JJ2 230, Juvenile Justice Service Plans**

This updated item provides guidance to juvenile justice specialists when completing service plans. This item clarifies the requirements, forms, procedures and documentation necessary to complete service plans. Items related to JJOLT were replaced with MiSACWIS. Legal basis was updated along with all hyperlinks and formatting. The DHS-349, Juvenile Justice Case Opening Checklist has been updated and added to this item and removed from JJA A00, Appendix A.

Legal base was updated with the following:

- The Social Security Act, 42 USC 675 and 42 USC 675a. Defines the term "case plan" and the requirements for the content of each case plan.
- The Social Security Act, Subpart E-Federal Payments for Foster Care and Adoption Assistance, 45 CFR 1356.21(g). Defines the requirements for a case plan.
- The Probate Code, 1939 PA 288 as amended, MCL 712A.2(i)(j) and MCL 712A.19. Provides details on the required distribution of case service plans.
- The Juvenile Facilities Act, 1988 PA 73, as amended, MCL 803.223. If a juvenile is committed to a juvenile facility, the department or county juvenile agency, as applicable, must complete an annual report stating the services being provided to the juvenile, where the juvenile has been placed, and the juvenile's progress in that placement.
- The Juvenile Facilities Act, 1988 PA 73, as amended, MCL 803.225. When a juvenile is committed to MDHHS for an offense that can extend jurisdiction to age 21, a commitment report must be prepared for a commitment review hearing prior to age 19, or if jurisdiction was already extended, prior to age 21.
- MCR 3.943(c)(1)(2). The youth and/or the youth's attorney and the petitioner must be provided the opportunity to review written reports for dispositional hearings.

- Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12403(2)(i). An agency shall have and follow written policies and procedures for service plans.
- Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12418, Development of service plans. Provides information on when service plans must be completed, who is provided a copy of the service plan and who must sign the service plan. Requires MDHHS to develop service plans with the child, the child's parents or legal guardian, the referring agency, the foster parent and other parties involved in providing needed services, or medical care, unless the agency documents why any of the entities have not been involved.
- Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12419, Initial service plans. Provides details on the information required to be included in an initial service plan.
- Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12420, Updated service plans. Provides details on information required to be included in an updated service plan.
- Licensing Rules for Child Placing Agencies, Mich Admin Code, R 400.12422 Foster care record. Requires the initial and updated service plans to be filed in a youth's case record.

*Reason:* Program office clarification and MiSACWIS implementation.

### **JJA A00, Appendix A Juvenile Justice Case Opening Checklist**

The JJA A00, Appendix A Juvenile Justice Case Opening Checklist has been obsoleted as the contents have been moved to JJ2 230, Juvenile Justice Service Plans.

*Reason:* Consolidation of policy.

## **FORMS**

DHS-349, Juvenile Justice Case Opening Checklist. This optional tool was updated to assist the JJS when assigned a new case.

## **JOB AIDS**

MiSACWIS Job Aid: Juvenile Justice Intakes

MiSACWIS Job Aid: Permanency Goals

MiSACWIS Job Aid: Adding Associated Person to Ongoing Case

MiSACWIS Job Aid: Adding Social Work Contacts

MiSACWIS Job Aid: Create Household & Establish Relationships

MiSACWIS Job Aid: Compelling Reasons for Foster Care Case Service Plan

MiSACWIS Job Aid: Program Type

MiSACWIS Job Aid: Assigning Cases and Roles

MiSACWIS Job Aid: Add Court and Attorney Details

MiSACWIS Job Aid: Saving a Document in MiSACWIS

MiSACWIS Job Aid: Bridges Medicaid Referral

MiSACWIS Job Aid: Associating a RID to the Correct MiSACWIS Person Record

MiSACWIS Job Aid: Enter and Maintain Child Characteristics

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[JJ2 230](#)

**Deleted Items ...**

JJA A00